DOCUMENT RESUME

ED 258 575 IR 051 171

TITLE	ALA Standards Manual.
INSTITUTION	American Library Association, Chicago, IL. Committee on Standards.
PUB DATE	83
NOTE	28p.
AVAILABLE FROM	American Library Association, 50 E. Huron Street, Chicago, IL 60611.
PUB TYPE	Guides - General (050)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Guidelines; *Information Sources; *Layout (Publications); *Library Associations; Library Instruction; Library Services; *Library Standards; Library Technical Processes; Needs Assessment; Organizations (Groups)
IDENTIFIERS	Library Procedures; Style Guides

ABSTRACT

This American Library Association (ALA) policy statement and procedure manual is intended for use in the preparation of all standards issued by ALA and its component units to insure coordination of format and correlation of content of ALA standards. A brief discussion of the purpose of standards is offered, followed by definitions of four types of standards relevant to libraries, i.e., service or performance, technical, procedural, and educational. Sources of standards are cited and described, including ALA, the American National Standards Institute (ANSI), and the International Organization for Standardization (ISO). A discussion of how standards come into being covers the identification of needs, research and data gathering, consultation, and determination of scope and format. Procedures for developing standards are then described in some detail. Elements include the authority of the division to develop standards; consultation with interested and affected parties; liaison with the Committee on Standards; terminology; content of standards and guidelines; and style. Titles of four current ALA standards are provided for the purpose of illustration. (BBM)

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Standards Manual

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Committee on Standards
American Library Association
1983

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FOREWORD

The ALA Committee on Standards is responsible for assisting ALA to improve and make consistent its procedures for developing and promulgating meaningful professional standards. The development of standards should act as a powerful force for upgrading library services, resources, and facilities--the ultimate goal of the Association and this committee. For this purpose, the committee shall: (1) develop an ALA policy statement and procedure manual for the preparation of all standards issued by ALA and its component units, thus insuring coordination of format and correlation of content of ALA standards; (2) review and approve proposed standards for consistency with ALA policies and distinguish such standards from guidelines before adoption by the originating units; (3) review and approve the existing standards on a periodic basis for continued relevance to the state of library development; (4) determine the need for new standards and recommend action to the appropriate units; (5) coordinate the activities of committees on standards in the various units; (6) gather all standards published by ALA and other national and international library organizations; (7) gather from nonlibrary organizations and agencies international, national, regional, and state standards applicable to librarianship or the development of standards; and (8) maintain information on the currency of all ALA standards and standards activities.

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Jan. 1983

ALA STANDARDS MANUAL
Committee on Standards
AMERICAN LIBRARY ASSOCIATION

1. Purpose of Standards

Virtually every action we take is influenced to some degree by standards. We awake to a standard time, climb out of a bed built to a standard size, dress in clothes made to a series of standards, drive to work in an automobile made of thousands of standard parts, enter an office through standard-sized doors, walk on standardized floor material, and reach a standard-sized desk and chair.[1] The illustration could obviously be carried on throughout the working day. Even such trivial activities as changing a light bulb or the film in a camera are possible only because of standards. We take this subtle regimentation in stride, and to some extent for granted, because of the enormous amounts of time, energy, and money saved. To illustrate how enormous these amounts are, it has been estimated that differences in the design of screw threads between American and British practice added at least a hundred million pounds to the cost of World War II.

Standards, then, make it possible for all of us to have a richer and more abundant life, and to accomplish desirable social goals at a reasonable cost. Because of their obvious value, virtually every professional, commercial, governmental or educational enterprise uses standards in some way. Books in Print, for example, lists hundreds of

[1]The examples are taken from Jerold Orne, "Current Approaches to Standards in Information Science and Library Problem Areas," California Librarian, v. 29, no. 4 (October 1968), p. 256.

titles having to do with standards ranging from "aircraft" to "youth agencies."

2. Types of Standards

Most of the standards developed by industry are for products, or categories of products. In addition to these standards, there are also standards for various types of activity or performance, all intended to measure adequacy or value, or to establish a norm. The definition of an ALA standard is given in 5.4 (2).

In the library world, there are standards for types of libraries, for types of library activity, for various sizes of libraries, for various types of library users, and for a wide range of other categories. In general, however, four types of standards are relevant to libraries:

2.1 Service or Performance Standards. Service standards define a level of excellence or adequacy in performance of library service, typically for a certain type of library or library user. Well-known examples are Standards for College Libraries, and Standards for University Libraries.

2.2 Technical Standards. Technical standards in library work are similar to industrial standards, and typically provide a measure of excellence or adequacy for a product or thing. Familiar examples of the broad range of technical standards are: ANSI Z39.2, American National Standard for Bibliographic Information Interchange on Magnetic Tape, which is the basis for the MARC formats; ANSI Z39.9, American National Standard for International Standard Serial Number, the basis for U.S. use of the ISSN; and ANSI Z85.1, American National Standard for

Permanent and Durable Library Catalog Cards.

2.3 Procedural Standards. Procedural standards describe an acceptable or agreed-upon method of accomplishing a particular type of library activity or task. Familiar examples are the Anglo-American Cataloguing Rules, and Interlibrary Loan Codes.

2.4 Educational Standards. These standards describe requirements for acceptable library education programs. An example is the standards for accreditation.

3. Sources of Standards

3.1 ALA. The American Library Association produces a wide range of standards and guidelines, primarily in the service and procedural categories. Some examples are:

Library Standards for Adult Correctional Institutions, 1981
Guidelines for Library Services to an Aging Population, 1975
Guidelines for the Subject Analysis of Audiovisual Materials, 1978
Standards for Accreditation, 1972
Standards for University Libraries, 1979.

3.2 ANSI. The American National Standards Institute also prepares and publishes a wide variety of standards, mostly technical in nature. ALA participates in this activity as a member of the Institute. Standards pertaining to libraries, information science, and related publishing practices are developed by a committee of the Institute, called the American National Standards Committee Z39. In adddition to the ALA, the Medical Library Association,

the Special Libraries Association, the American Association of Law Libraries, and some sixty other library-related organizations are represented on Committee Z39. The Institute itself acts as the national clearinghouse for all voluntary standards agencies in the United States. Some examples of currently available standards are:

Periodicals: Format and Arrangement
Book Spine Formats
Advertising of Micropublications
Library Statistics
Bibliographic References
Technical Report Number
Romanization of Hebrew
System for the Romanization of Slavic Cyrillic Characters
Bibliographic Information Interchange on Magnetic Tape.

Standards are available for sale from the American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018. Additional information about technical standards for library and information science and related publishing practices is available from American National Standards Committee Z39, Administration Building, E106, National Bureau of Standards, Washington, DC 20234.

3.3 ISO. Many standards have implications beyond the United States. To facilitate the international use of standards, the American National Standards Institute and its Committee Z39 participate in the work of the International Organization for Standardization (ISO), which is engaged in the preparation of international standards. Many ISO standards have been adapted from Z39 standards. Some examples of ISO standards are:

International System for Transliteration to Cyrillic Characters
International Code for the Abbreviation of Titles of Periodicals
Bibliographic References, Essential and Supplementary Elements.

Further information on ISO standards and activities is available from the International Organization of Standardization, 1 r. deVarembe', Case postale 56, 1211, Geneva 20, Switzerland. ISO standards are sold in the United States by the American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018.

3.4 Other. Other organizations also produce standards that are used in the library field. The National Micrographics Association, for example, produces a number of technical standards having to do with the production and use of microforms. Some examples are:

Format and Coding for Computer Output Microfilm
Microfilm Package Labeling
Microfiche of Documents.

Further information on NMA Standards is available from the National Micrographics Association, 8719 Colesville Road, Silver Spring, Maryland 20910.

4. How Standards Come Into Being*

Each of the organizations mentioned above has

*See also Library Trends, vol. 31, no. 1 and no. 2. Setting Standards for Libraries, papers presented 6/21/81, ALA.

its own procedures for developing standards. However, there are certain general, preliminary steps that are normally taken in any standards organization before work can begin.

4.1 Identification of Needs. First and most obviously, there must be a need for development of a new standard. This need may be expressed by the membership of the organization, or a committee of the organization may be charged with identifying such needs. It is important at this first step to make sure that the need is well-defined; that there is broad agreement on the need; and that those who will work on developing the standards have a background that assures understanding of the need.

4.2 Research and Data-Gathering. The next step in the development of a new standard is normally an extensive effort aimed at gathering the necessary background information. The committee or individuals charged with the task of developing the standards must examine other related and existing standards; search the literature for information on the subject; and gather pertinent data on all aspects of the matter. For example, if a standard for a particular type of library has been proposed, the committee will want to investigate the past history of standards efforts for such libraries; look at examples of related standards; and gather a considerable body of data on such libraries, in order to understand the milieu and the range of possibilities within which the standard will be framed.

4.3 Consultation with Affected Parties. In the United States, most standards are voluntary. This means that those who will use the standards must agree, at least in general,

that the standards are reasonable and beneficial. To increase the chances of achieving such a consensus, it is necessary for the committee to consult widely with those who will be affected if the standard is adopted. This may involve people who are affected in a variety of ways. If the proposed standard is for a particular type of equipment, for example, the committee will want to consult with manufacturers, librarians who will buy such products, and library users who will use them.

4.4 Determination of Scope and Format. Once the above steps have been completed, it is time to define the intended standard more precisely. What will be the scope of the standard? For example, will it cover libraries of all sizes, or only a particular size segment? If the standard is for a product--for example, a microfiche--will it cover microfiche of all types, or only one type? As a general rule, it is best to define the scope as narrowly as possible to aid in definition, to help insure commonality, and to promote consensus.

General decisions about format can also be made at this stage. Based on the research and consultation that has already taken place, is a standard really needed, or is the real need for more general guidelines? Will the standard be partly or wholly quantitative? Will precise numbers be used or ranges? Other questions of format and design will suggest themselves at this stage.

Once the above four steps have been taken, committees or individuals developing standards are ready to follow the detailed procedures set forth by their parent organizations.

5. Procedures for Developing ALA Standards

5.1 Authority of Division to Develop Standards. All ALA divisions have the authority to develop and adopt technical standards, as defined on page 2. All divisions may also develop or assist in the development of other types of standards; only type-of-library divisions, however, may adopt or approve non-technical standards as official ALA standards.

5.2 Consultation with Interested and Affected Parties. All ALA divisions or units engaged in the development of standards should assure that other interested divisions or units are given an opportunity to participate in such development, and to comment on successive drafts. The membership of committees formed to prepare standards shall include representatives from all interested and affected divisions.

5.3 Liaison with the Committee on Standards. All ALA units engaged in the development of standards or guidelines should work closely with the Committee on Standards. The procedures listed below should be followed.

(1) Any group constituted to develop or revise standards or guidelines should inform the ALA Headquarters staff liaison for the Committee on Standards of the group's charge.

(2) The group should send copies of its minutes to the Headquarters staff liaison.

(3) The group should request that a member of the Committee on Standards be made available to assist as necessary in matters of procedure, format and style.

(4) The group should transmit to the Committee on Standards successive drafts of standards or guidelines as they become available. The Committee on Standards will study the drafts, and discuss them with representatives of the group or with the entire group, as desired.

(5) On receipt of the final draft of a standard or guideline, the Committee on Standards will send a statement to the chair of the group indicating whether or not the Committee finds the standard or guidelines consistent with other policies and standards promulgated by ALA. If the Committee on Standards finds a final draft inconsistent with ALA policies or the procedures set forth in this handbook, a hearing will be held with the governing body of the unit originating the draft. If this hearing fails to resolve the matter, the Committee on Standards will transmit its findings to the ALA Council for review. As in all policy matters of the Association, the action of the Council will be final.

(6) A standard published by another organization may be adopted as an ALA Standard by a division after review by the Committee on Standards to determine if the proposed standard is consistent with ALA policies. If not, the procedure set forth in sub-paragraph (5), above, will be followed.

(7) If a unit develops a standard in cooperation with another organization, it may be necessary to adjust the procedures and time table for review to meet the criteria of the other organization. The Committee on Standards will cooperate in making such adjustments.

(8) Once a draft ALA Standard is approved, the unit issuing the standard should provide copies to the ALA Headquarters staff liaison for the Committee on Standards for incorporation in the official ALA collection, and for dissemination to other ALA units as appropriate.

(9) The Committee on Standards will review approved ALA Standards periodically for continued relevance, and recommend action as necessary to the appropriate unit.

5.4 Terminology. The American Library Association recognizes and distinguishes goals, standards, and guidelines, defined as follows:

(1) An ALA Goal is a statement of objectives approved by a unit of ALA, or by ALA itself, indicating the direction toward which a particular library service, activity, facility, or aspect of work should be developed. It should not be in conflict with other ALA Goals. Long-range Goals constitute broad statements of policy and philosophy that shall be used to determine statements of principle to be incorporated in ALA Standards. These goals should have the endorsement of the Association. Short-range Goals are statements of policy and philosophy that are more specific and more readily attainable than long-range goals.

(2) An ALA Standard is a rule or model of quantity, quality, extent, level or correctness, approved by a unit of ALA, approved by the ALA Standards Committee as consistent with ALA policies and the ALA definition of a standard, and

promulgated by the Association as a gauge by which the degree of attainment of official ALA Goals can be measured. An ALA Standard is intended as a criterion by which current judgments of value, quality, fitness and correctness are confirmed.

(3) An ALA Guideline is a suggested level of performance or adequacy, approved by a unit of ALA and by the ALA Standards Committee as consistent with existing ALA Standards. An ALA Guideline describes either procedures or measures that help libraries meet the requirements of an ALA Standard, but it does not have the force of an ALA Standard.

5.5 Content of ALA Standards and Guidelines. In addition to the text pertaining to the particular library and information service, activity, resource or material for which the standard is prepared, an ALA Standard must incorporate all of the following:

A statement of principle or principles

Detail as to the necessary elements of the standard

Reference to accepted definitions of terms

Where applicable, formulas, scales or specifications that can be applied with a high degree of ease and certainty.

5.5.1 An ALA Standard must also be consistent with ALA Goals.

5.5.2 An ALA Guideline should incorporate benchmarks or yardsticks by which a particular library and information service, resource or material may be judged.

5.6 Format of ALA Standards.

To insure that an ALA Standard is comprehensive and compatible with other ALA Standards, the following outline should be used.

5.6.1 Title Page. In addition to the title, the following information should appear on the title page:

The name of the unit that produced the standard

The date of approval of the current edition

If the standard has been revised, the words "Revised Edition" and (either on the title page or its verso) a list of all previous editions, with the dates of their publication

The date of publication and the name of the publisher (American Library Association).

5.6.2 Copyright Notice. All ALA Standards published by ALA will be copyrighted in the name of the American Library Association, and a copyright notice to this effect should appear on the verso of the title page.

5.6.3 Foreword. The foreword should include:

The history and status of the document, including the authority (i.e., the charge or statement) under which it was prepared

Acknowledgements and authorship of the document, including the names of the

committee members involved in developing the standard, and a recognition of the participation of any others who acted as consultants or advisers.

5.6.4 Table of Contents. If the document is eight pages or more, a table of contents should be included. The main headings and first subheading of each section should be listed with page numbers, and a list of any figures and tables should also be included.

5.6.5 Introduction. This should include discussion of the following:

The purpose or objectives of the document

The need which justifies development and promulgation of the standard

The scope of the standard

The audience or group to which the standard is directed

The methodology by which the standard was developed

Definition of the special terminology incorporated in the standard.

5.6.6 Body of the Standard (see 4.3).

5.6.7 Bibliography (optional).

5.6.8 Revision Section. If references to other ALA Standards appear in the document, a section should be included at the end of the standard entitled "Revision of ALA Standards Referred to in This Document."

The wording for this section should be as follows: "When the following Standards referred to in this document are superseded by a revision approved by the American Library Association, the revision shall apply." A list of all ALA Standards referred to in the document should follow, with complete titles and identification numbers.

5.6.9 Appendices. Appendices should be added to a standard only for purposes of clarification, illustration, and general information. The relation to the standard must be clearly set forth. Appendices should be within the scope of the project under which the standard was developed and promulgated, and they should not be inconsistent with the standard itself. The addition of an appendix should be approved by the unit which developed the standard.

5.6.10 Index. If the document is long and complex, an index should be included.

5.7 Style of ALA Standards. The following style notes are based on the American National Standards Institute's Manual of Style, and units producing technical standards should work directly from the manual. For service and procedural standards, other styles may be more suitable.

5.7.1 Numbering System. Standards documents usually consist of several distinct major sections, each of which may be further divided into sub-sections as the text requires. Sections and subsections should be numbered.

(1) Sections and subsections. The system for numbering sections of a

standards document is one that uses Arabic numerals in sequence; a subsection is designated by adding a period and number to the section number. This subsection, in turn, may be divided by a second period and a second number. The numbering system is not a decimal system; the period is used only to separate the numbers. Sections and subsections are numbered only when more than one is required. The terms section, subsection, and sub-subsection are not used in headings or references. Cross references usually are made by referring simply to the number. The number and section heading may both be used when referring to major section headings, for example: see 5.7.2, Definitions of Terms.

(2) Listing items. A list of items within a subsection should be in outline form, with the items numbered (1), (2), (3), etc. If further breakdown of the list is necessary, (a), (b), (c), etc., should be used. Only one such list should be contained in any one subsection, to avoid confusing references. Punctuation should be consistently omitted in lists of short items.

(3) Figures and tables. Figures and tables should be numbered consecutively in order of their occurrence in the text, and in separate series; for example, Fig. 1, Fig. 2, Fig. 3, and Table 1, Table 2, Table 3. A parenthetical reference need not govern the numbering or placement of a figure.

(4) Appendices. Appendices should be identified by means of consecutive letters,

and the numbering of the text should follow the form outlined above, using the identifying letter of the appendix as a means of reference. The first appendix of a standard should be Appendix A; the second appendix should be Appendix B. If only one appendix is included, it should be Appendix (no letter), but the appendix should be numbered using the prefix letter A.

Ex. A1. Future Consideration
A1.1 Standard size

When figures and table are included in appendices they should be identified by the identifying letter of the appendix, for example fig. A1 for the first figure in Appendix A., Fig. B1 for the first figure in Appendix B.

5.7.2 Definitions. Terms used with special meanings or that are unique in the field should be defined or a specific reference given. Definitions should be coordinated with those of other ALA standards.

A list of definitions should be in alphabetical order without section numbers. In a list of definitions, all terms should be lower case except where capitals are mandatory.

5.7.3 Special Word Usage.

(1) "Shall or should." In an ALA Standard, the word "shall" is to be understood as a requirement; the word "should" as a recommendation.

(2) "And/or." The term "and/or" should be avoided and the statement re-written to clarify the meaning.

(3) Numbers. Numbers should be written as Arabic numerals, except at the beginning of sentences where they should be written as words.

(4) Spelling. Webster's Third New International Dictionary of the English Language, Unabridged, G. & C. Merriam Company, shall be used in preparing ALA standards.

(5) Hyphenation. Compound adjectives and compound nouns used as adjectives should be hyphenated.

Ex. 3-foot shelf
solid-state device

Webster's New International Dictionary shall be used as the source for breaking words at the end of a line.

5.7.4 Abbreviations, Acronyms, and Initials.

(1) Use in text. Abbreviations that are not in common use should be spelled out in parentheses following the first use of the abbreviation or should be given in a special list. Abbreviations of the names of ALA units should conform to the latest issue of the ALA Handbook of Organization. Acronyms and initials should conform to the list in the latest issue of the ALA Handbook of Organization.

(2) Periods in abbreviations. The period should be omitted in all abbreviations except where the abbreviation spells a word.

(3) Conventional signs. Conventional signs for abbreviations should not be used in the text. Thus, "per," not "/"; "lb.," not "#."

Where, because of space limitations, material in tables and similar places may not be arranged properly without such use of conventional signs, it may be necessary to employ them.

5.7.5 Notes and Footnotes.

(1) Notes. Explanatory statements may be used in the text for emphasis or for offering informative suggestions. Such statements should be set apart from the text and designated as notes. A note in the text or following a table or figure is a part of, and should follow, that paragraph, table, or figure to which it refers. References to notes should include the word "Note" instead of referring only to the number of the note.

(2) Footnotes. Footnotes may be included only for purposes of clarification and aid in the use of the standard or bibliographic reference. Footnotes in the text of the standard should be numbered consecutively using Arabic numerals. However, when the same footnote occurs frequently throughout the text, it may retain the number of the first reference for purposes of convenience.

Numbers or letters should be used to identify footnotes to tables unless confusion would result. In that case, use the following symbols:

5.7.6 Figures. Drawings, charts, and graphs may be used to explain, expand or summarize material in the text. Each drawing, chart or graph should be identified by a figure number and caption [see 5.7.1 (3)], and placed as near the first reference to it in the text as convenient. The title of the figure should come between the drawing and the text.

5.7.7 Tables. Each table should be identified by a number and a caption [see 5.7.1 (3)]. The format of a table should adhere to the following rules:

(1) Lines or rules in tables should be used to separate the table from the text and headings from the body of the table. Both vertical and horizontal rules should be avoided wherever spacing can effectively be used.

(2) Spacing should be used to break up the length of table by groupings of five or logical families of units.

(3) A 1-em dash should be used to indicate a vacant square.

(4) Footnotes should be indicated consecutively beginning with the title, proceeding through the column captions from left to right, and then moving down the line heading. The footnote itself should appear directly beneath the table and not at the foot of the page, unless the bottom of the table

coincides with the lower margin of the page. Notes should appear directly beneath the table.

(5) All tabular material should be as nearly centered in each column as the rules for alignment will permit. All numbers should be aligned on the decimal point and zeros placed before the decimal point in numbers less than unity. Decimal indications are preferred in tabular work unless common fractions are commonly used in the field.

(6) The first letter of every word in subcaptions should be capitalized.

(7) Reading columns (columns in which words appear) should be aligned on the left. Run-over lines should be indented under the line heading or subheading to which they apply. Grammatical parallelism should be maintained throughout the entries of a reading columnm. A concluding period should not be used unless the entry is more than one complete sentence.

(8) Breaking of tables. Tables should be organized to fit on a single page. When a table must carry over for more than one column or page, the complete heading should be repeated at the head of the successive columns or pages. The fact that the material is continued shall be indicated both at the bottom of the column from which the material is continued, and at the top of the column to which it is continued.

(9) Position in text. For easy reference, the table should be placed as near the first reference to it in the text as convenient. Every care should be taken to avoid having to turn a page to refer to the table.

(10) Abbreviations and letter symbols. Abbreviations and letter symbols should be used in headings wherever possible and may be used more freely in the body of the table than in text.

(11) Units of measure. Units of measure should be given in the title, if suitable, in the column headings, or in a note. The same unit of measure should be used throughout each column. Units of measure should be given in parentheses in column heading.

(12) Informal tables. A simple tabulation that can be set to fit in a single column maybe considered an informal table. No table number or caption is required for the tabulation.

Ex.	Population Served	Staff Required
	Under 150,000	25
	150,000-299,999	50
	300,000-499,999	83

5.7.8 References.

5.7.8.1 ALA Standards. When references to other ALA Standards or parts of such documents are included, they should be specific and refer to the current approved edition with date and, when the reference is to a part of a standard, the section or paragraph number.

5.7.8.2 Publications other than ALA Standards. When mandatory references to publications of other organizations are included in ALA Standards, the reference should be in the text, should be specific, should give the name of the organization issuing the document, and should give the designation of the paragraph, section, or part referred to.

5.7.8.3 Bibliographical References. Bibliographical references may be included as footnotes in the text or in a special section. If published in a separate section, reference numbers are placed on the line in brackets at the point of reference in the text. A footnote to the first bracketed reference number should indicate the section in which the references appear. The following information should be included:

(1) References to articles in periodicals:
Last name of author
Initials
Title of article - initial word capitalized
Title of periodical - all caps
Volume number
Issue number or date of issue
First and last pages of article

(2) Reference to books:
Last name of author
Initials
Title of book
Place of publication
Name of publisher
Year of publication
Edition number - when appropriate
First and last pages of references

(3) References to commercial equipment. References to equipment should be generic and should not include trademarks or other proprietary designations. Where a sole source exists for essential equipment or materials, it is permissible to supply the name and address of the source in a footnote.

5.7.9 Headings. Headings of main sections (chapters) should be centered; the number and heading of the first sub-section should be on the margin; and sub-sections should be indented as indicated.

5.7.10 Page Numbers. Pages of the document should be numbered consecutively, with the title page considered as number 1.

5.7.11 Drafts. Preliminary drafts of standards prepared for distribution for criticism or trial use should be labeled "Draft," followed by the month and year of completion of the draft, on both the cover and the title page.

5.7.12 References and Source Material. The following references are recommended as guides on points of editorial style and usage:

ALA Handbook of Organization (current issue) "Abbreviations."

The Chicago Manual of Style. Chicago: University of Chicago Press, 13th ed., revised and expanded, 1982.

Webster's Third New International Dictionary of the English Language (Unabridged). Springfield: G. & C. Merriam Company.

American National Standards Institute Manual of Style. American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018.

6. Examples of ALA Standards

To illustrate the application of the foregoing procedures, several examples of current ALA Standards are provided below. However, groups in the process of developing standards should realize that these are furnished only for the purpose of illustration, and the content of a new standard should be shaped by factors pertinent to that standard, not by an existing one.

Library Standards for Adult Correctional Institutions

Library Standards for Jails and Detention Facilities

Standards for Libraries at Institutions for the Mentally Retarded

Standards for University Librarians